

Checklist – Removing the Internship Required Statement From a Rules 46-47 License

IT IS NOT NECESSARY TO APPLY TO HAVE THE INTERNSHIP STATEMENT UPDATED. THE INTERNSHIP SIGNATURE ON THE BACK OF THE LICENSE SERVES AS VERIFICATION THAT YOU HAVE COMPLETED THE INTERNSHIP. THE STATEMENT WILL BE UPDATED TO “INTERNSHIP COMPLETED” WHEN YOU RENEW OR ADD AN AREA TO YOUR CURRENT LICENSE (IF YOUR ORIGINAL LICENSE IS SUBMITTED ALONG WITH APPROPRIATE MATERIALS).

- Complete the entire application, [State Form 46701](#).
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application.
- Answer Criminal History questions 1-3. Sign your name verifying that this information and application are accurate.
- Return the original Indiana license with either: the internship statement signed on the back or verification of two years of out-of-state teaching experience or verification of completion of the Indiana Beginning Teacher Internship Program. All verification letters must be on school letter and signed by an administrator.
- Attach the Proof of Licensure form, [State Form 47871](#), if you have lost or damaged your license.
- Submit all materials to the Office of Educator Licensing and Development.

Mail the completed forms to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798